



CRIME LABORATORY SUBMISSIONS

FC No.: 731

Date: 01-01-13

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Policy

Officers of this department will be made aware of the capabilities of the department's Crime Laboratory Section. Officers are encouraged to use the laboratory facilities to assist them with all evidence collected in connection with a crime when the type of examination falls within the scope of this directive.

II. Crime Laboratory Capabilities

- A. Forensic Biology Unit (DNA)
The Forensic Biology Unit analyzes biological stains and materials to determine the identity of the fluids or stains when possible and conduct DNA analysis. Testing is conducted on bodily fluids such as blood, semen and saliva.
- B. Forensic Chemistry Unit
The Forensic Chemistry Unit analyzes vegetation, powders, tablets, capsules, liquids, and paraphernalia for the presence of controlled dangerous substances (CDS).
- C. Crime Scene Unit (FSS)
The Crime Scene Unit analyzes crime scenes to identify, collect and preserve evidentiary material, conduct blood pattern analysis, develop latent fingerprints and conduct shoe and tire track comparisons.
- D. Firearms Examination Unit
The Firearms Examination Unit analyzes firearms and firearms related evidence, tools and other items to conduct firearms and tool mark comparisons, ballistics examinations, serial number restorations and trajectory analysis. The unit is a participant in the "NIBIN" program (National Integrated Ballistic Information Network).
- E. Latent Print Unit (RAFIS)
The Latent Print Unit utilizes regional and statewide automated fingerprint systems to compare prints of arrested subjects, suspects, witnesses, and deceased individuals against latent fingerprint evidence obtained at crime scenes and examine the results.

F. Photography Unit

The Photography Unit provides photographic services in forensic photography and public relations, processes film in digital formats as well as 35 mm film, prints video images from various formats (VHS, SVHS, Hi-8mm, VHS-C, and Beta), provides digital enhancement of video images, duplicates regular and time lapse video, provides digital production of photo arrays, operates and coordinates and maintains the Digital Image Management System (DIMS) and the archiving of crime scene photographs.

III. Crime Scene Unit Response Protocol

A. During normal working hours (Monday to Friday, 0700 to 2300 hours), Forensic Specialists will respond to the scene for the following crimes/incidents:

1. All homicides.
2. At the discretion of the investigator:
 - a. Rapes and sexual assaults
 - b. Assaults culminating in serious injury or anticipated death
 - c. Commercial and residential robberies
 - d. Other robberies where serious injury occurs or shots are fired
 - e. Suicides and unattended deaths
 - f. Fatal fires or explosive scenes - at the discretion of the investigator/Fire Marshall on the scene
3. After an on-scene response and assessment by a district investigator or Shift ID:
 - a. Burglaries - losses in excess of \$20,000
 - b. Burglaries containing shoe wear and/or tire track evidence (sheds and detached garages excluded)
 - c. Trend/serial burglaries involving the same method of operation (sheds and detached garages excluded)
 - d. Trend/serial felony thefts involving the same method of operation
4. Follow up investigations and search warrants that involve more than basic evidence collection

B. All Other Crimes

1. FSB personnel will process all crimes not listed in III.A, preferably by Shift ID.
2. Shift ID may request a Forensic Specialist to process the evidence if Shift ID does not have access to specialized equipment or the knowledge necessary to perform certain tests.
3. The Crime Scene Unit accepts requests for in-house evidence processing for all offenses regardless of classification.

C. On-Duty Assistance Procedures

1. For Crime Scene Unit response, officers should call the office directly at (240) 773-5150 during normal duty hours, Monday through Friday, 0700 to 2300 hours.
2. Officers/investigators may also contact the Crime Scene Unit office for assistance/advice on recovering evidence (e.g., paint chips, tool marks, etc.) for crimes that do not warrant an on-scene response by Crime Scene Unit.
3. Multiple calls will be handled on a priority basis at the discretion of the Forensic Specialist or Crime Scene Unit supervisor.

D. Call-Out Procedures

The following procedures will be used for call-outs during non-operation hours (Monday to Thursday, 2300-0700 hours and from 2300 hours Friday to 0700 hours Monday):

1. After an investigator has evaluated a scene and has determined a Forensic Specialist is needed and that the incident falls under the responsibilities of the Crime Scene Unit, the investigator will contact ECC Supervisor, who will contact the on call Forensic Specialist.
2. The need for a call out should be based on the incidents and criteria listed in III A.

- a. Any investigation the Duty Commander determines would be enhanced by the presence of a Forensic Specialist and for which the scene cannot be held for an on duty Forensic Specialist. This decision should only be made after an on-scene/telephone assessment.
- b. Time of day - no call outs will be initiated between 0600 and 0700 hours, Monday through Friday; the day work shift will handle these assignments.
3. When it is determined that the immediate services of a Forensic Specialist are required, it will be the responsibility of the officer in charge of the scene to ensure the Forensic Specialist is notified and to preserve the scene/possible evidence. The officer in charge, or designee, will remain on the scene until the Forensic Specialist has completed their investigation.
4. The Crime Scene Unit has the only approved blood drying room. Call out procedures should be followed if access to this area is required.

E. Collecting, Packaging, and Submitting Evidence

Crime Scene Forensic Specialists have the responsibility of collecting, packaging, and submitting evidence whenever they process the crime scene in conjunction with an investigation.

F. Evidence Processing

1. Evidence collected by the Crime Scene Unit will be entered into the evidence system by the Forensic Specialist.
2. The investigator is responsible for completing the MCP 41, "Request for Evidence Examination" requesting any analysis of items by the Crime Lab. The Forensic Specialist will make the determination of the appropriate testing methods.
3. No item will be processed without an MCP 41 whether collected by crime scene personnel or by an officer.
4. A MCP 41 should be completed to request the development of latent prints or latent prints and possible DNA collection, shoe or tire impression comparisons, ballistic testing, firearm examinations and tool mark comparison.
5. The Crime Scene Unit will return the MCP 41 with the results of any testing and keep a copy of the MCP 41 on file.

G. Firearm Processing

1. All firearms collected or seized must be sent to the Crime Lab for testing. The only exception is if the firearm(s) is part of a collection and test firing and marking the piece could impact the value.
2. All firearms collected or seized are test fired. If needed, an MCP 41 requesting a DNA swab and/or latent prints must be submitted within 10 days of a firearm being entered into evidence. After that, the weapon will be test fired and the possibility of DNA and latent prints is significantly reduced.
3. All evidence boxes, especially those for firearms, must be fully sealed before they will be accepted into the Crime Lab. All holes must be taped.

IV. Request for DNA analysis

A. DNA evidence/submissions

1. Place each item of evidence in clean, separate paper bags or business or manila envelopes depending on item size. Do not use plastic bags for non-CDS evidence.
2. Officers will use department issued evidence tape to seal paper bags/boxes to ensure the integrity of the evidence and the safety of persons receiving and opening the bags/boxes. Staples will not be used to seal any evidence container.
3. Clean gloves must be worn when handling evidence to avoid contamination.
4. Complete an MCP 239, "Request for DNA Examination," listing all items to be examined and a detailed account of the circumstances and need for analysis. MCP 239 forms that do not contain detail will be returned.
5. All pieces of evidence should be taken to Central Evidence until the request has been accepted by the Crime Lab.

6. The request for DNA analysis and the MCP 239 should only be completed by the person responsible for the follow up investigation. The officer on the scene who collects the evidence should not complete the form unless they will be conducting the follow up investigation.

B. Control Samples

Control samples for use in analytical comparisons must be submitted from the suspect, victim, and/or the crime scene as applicable.

1. Buccal swabs from known suspects should be submitted with the original request.
2. Elimination samples from victim should be submitted as well.

C. Combined DNA Index System (CODIS)

Technology that enables law enforcement and crime laboratories to exchange and compare DNA profiles thereby linking crimes to each other and to convicted offenders and arrestees.

1. CODIS will not be used to compare known suspects/defendants to a piece of evidence. Comparisons are accomplished with a buccal swab.
2. CODIS is not a name searchable database.
3. When a CODIS hit results in a suspect identification, a known buccal swab is required for comparison.

V. Submission of Controlled Dangerous Substance

A. Packaging

1. Evidence will be packaged and sealed as soon as possible.
2. To minimize chain of custody concerns, one officer will be responsible for packaging and sealing all evidence.
3. CDS field test kits will not be accepted into the lab and should not be submitted as evidence. Any package that contains field test kits will be returned to the submitting officer.
4. All items will be counted and must be sealed in a plastic evidence bag with the label on the bag completely filled out. The officer sealing the evidence will verify the bag is properly sealed, then initial and write the date across the seal.
5. If all the evidence will not fit in one plastic evidence bag, multiple plastic evidence bags should be used. If the evidence is too bulky for the plastic evidence bag, the evidence will be packaged in bags/boxes that are size appropriate and properly labeled and sealed with department issued evidence tape. Staples are not to be used to seal evidence packages.
6. Evidence from different defendants in the same case will be submitted separately.
7. Complete an MCP 139, "CDS Evidence Transmittal Form."
 - a. The packaging officer will legibly complete all information on the MCP 139 except those sections reserved for Crime Laboratory Section use only.
 - b. Include the full names of all defendants.
 - c. Do not enter more than five separate exhibits for each MCP 139; use additional forms as needed.

B. Submission

1. No evidence will be delivered directly to the Crime Laboratory Section that has not been processed through the property officer except:
 - a. Items secured by the Forensic Services Section (Crime Scene Unit) at crime scenes.
 - b. Evidence withdrawn from the Crime Laboratory Section for court or other processing purposes.
2. The officer will enter the items into the evidence system. After packaging the evidence, the officer will attach all copies of the MCP 139 to the packaged evidence. The officer will place the evidence into the drop box (a large mailbox in, or near, the processing area). The property officer will deliver the evidence from the mailbox to the Crime Laboratory Section.
3. When the evidence is delivered to the Crime Laboratory and a laboratory number is assigned to the case, one copy of the MCP 139 will be returned to the submitting officer.
4. No evidence other than evidence being returned from court will be deposited in the Headquarters mailbox.

- C. CDS Evidence for Destruction Only
(CDS evidence not connected with a criminal prosecution and not needed for analysis)
1. Comply with packaging and submission procedures (sections V.A, B).
 2. On the MCP 139, check only the FOR DESTRUCTION box.

VI. Chemistry Unit Court Appearances

- A. Chemistry Unit personnel are on a stand-by status for court appearances. Officers must have personnel summonsed for each case necessitating their appearance. Chemistry Unit personnel must be notified by the Assistant State's Attorney at least one-half hour in advance of the judicial proceeding if they are needed.
- B. All evidence previously submitted to the Chemistry Unit for examination must be retrieved from the lab during normal lab hours and taken to court by the officers involved. Chemists cannot bring evidence to court.
- C. Disposition of CDS evidence that has been checked out of the Chemistry Unit is the responsibility of the officer. As soon as the CDS has been used for evidentiary purposes, it will be returned immediately to the Chemistry Unit or to a district station drop box to be logged into the evidence system and returned to the lab. If the Chemistry Unit is not open, it will be left in the mailbox (drop box) located in the mailroom at Headquarters. No other evidence, photos, latent prints, or newly seized CDS evidence will be deposited in the Headquarters mailbox. If the CDS is to be kept by the Circuit Court, the officer must notify Chemistry Unit personnel, using an MCP 720, "Court Retention of Evidence." Once the court notifies an officer that the CDS can be picked up, the above procedure applies. CDS checked out of the lab for other than evidentiary reasons (e.g., training) will be promptly returned in the same manner.
- D. Officers will follow the same procedure outlined in section V.C for destruction of evidence after trial. Due to the appeals process, the Assistant State's Attorney assigned to the case will be consulted regarding the decision to destroy evidence.

VII. Laboratory Forms

In order to analyze a particular piece of evidence, the appropriate MCP form should be completed.

- A. MCP 41, "Request for Evidence Examination"
This form is used to request the processing of a piece of evidence. It should be used for the development of latent prints or latent prints with possible DNA collection, shoe or tire impression comparisons, ballistic testing, firearm examinations and tool mark comparison.
- B. MCP 139, "Crime Laboratory CDS Evidence Transmittal and Laboratory Analysis Report"
This form is used to test all suspected controlled substances, including those that are submitted for destruction.
- C. MCP 239, "Request for DNA Examination"
This form is to screen for the type of fluids present and request analysis to develop a DNA profile. This form will only be completed by the individual responsible for the follow up investigation.
- D. MCP 708, "Image Reproduction Request Form"
This form should be used to request copies of photographs or videos.
- E. MCP 25, "Latent Examination Request"
This form should be used when you have a suspect identified and want a latent print comparison.

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F. MCP 623, "Latent Lift Card Envelope"

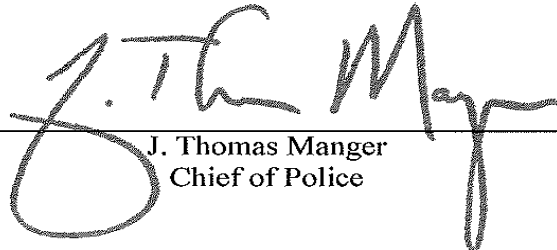
This form should be used to submit developed latent prints to the Latent Print Examination Unit.

VIII. CALEA Standards: Chapter 83

IX. Proponent Unit: Crime Laboratory Section

X. Cancellation

This directive cancels Function Code 726 effective date 02-23-01 and FC 731, effective date 11-14-01.



J. Thomas Manger
Chief of Police